**CITY OF VICKSBURG**

**REQUEST FOR PROPOSALS**

**DISASTER RECOVERY CONSULTING SERVICES**

Notice is hereby given that the City of Vicksburg, MS is soliciting responses for **DISASTER,**

**RECOVERY CONSULTING SERVICES.** Interested and qualified respondents may submit RFP Packages, according to the requirements described herein, to the City of Vicksburg, Office of the City Clerk, **1401 Walnut** St., Vicksburg, MS 39180.

All RFP Packages are due by or before 9:00 a.m. **(CST) on April 1, 2019.** Any packages delivered to or received after the 9:00 a.m. deadline will not be considered and shall be returned unopened to the addressee. Responders are cautioned that the Clerk's office does **not** receive mail before 9:00 a.m. Bids will be time-stamped upon receipt according to the City Clerk’s time clock. Responses will be received and acknowledged in the Board Meeting at 10:00 a.m. on the same date in Room 109, Robert M. Walker Building located at 1415 Walnut Street, Vicksburg, MS.

The City of Vicksburg seeks professional service assistance to support the City's disaster recovery, to expedite financial recovery and mitigation through the Federal Management Agency's (FEMA) Public Assistance (PA) Program and other federal and state programs, to ensure full compliance with all Federal, State, and Local laws in order to **limit** any subsequent audits and reviews, and to minimize impacts from future disasters. The ideal candidate shall possess demonstrated experience in disaster recovery programs and must have extensive knowledge and expertise in the operations of FEMA PA and Hazard Mitigation Programs.

Any and all questions or requests **for information relating to this** Request for Proposal shall be ***submitted in writing*** by or before 12 p.m. **March 25, 2019 to**

**Contact Information: Jeff Richardson, Assistant Director of Public Works**

1401 Walnut St

Vicksburg, MS 39180

Email:

[jeffr@vicksburg.org](mailto:jeffr@vicksburg.org)

**Interested firms may notcontactany staffmember ofthe City ofyicksbu rgantthe above referenced individual with regard to this RFP. All inquiries will be routed to the appropriate staff member for response.**

RFP Packages **MUST** be submitted in a **SEALED** envelope/container and clearly marked on the exterior of the package: **DISASTER RECOVERY CONSULTING SERVICES.** Each package submitted must have the respondent's name and mailing address marked plainly on the outside of the envelope/container. Each package shall consist of one (1) original paper submittal and four (4) copies, and one (I) USB flash drive containing one (1) Color PDF of the original documents of the RFP Package which shall include all required documents and anysupplemental information.

**Deliver or Ship RFPPackages to:** City of Vicksburg - Office of the City Clerk

1401 Walnut St

Vicksburg, MS 39180